

Jefferson County

Child Support Agency

Courthouse
311 S Center Ave, Rm 219
Jefferson WI 53549
www.jeffersoncountywi.gov

TEL: 414/615-2587
FAX: 920/674-7435
TDD: 800/947-3529

email: childsupport@jeffersoncountywi.gov

Dear Case Participant:

Our records show that you have a court case filed in Jefferson County. Your case may require a wage assignment notice be sent to an employer to withhold court ordered payments or another service. Below is a list of services that our Agency will perform upon receipt of a completed application for services from one of the case parties or upon payment of a \$35.00 fee from one of the case parties. **If the application is completed and returned, the \$35.00 fee does not need to be paid.** The child support payer's social security number **must** be provided if the service requested is sending a wage assignment to the employer.

- Process NIVD wage assignments \$35.00 each notice
- Perform Account Reconciliations \$35.00 per year
- Reconciliation of a Percentage Order \$35.00 per year (by court order with income provided)

To apply for case management services (no FEE): Complete and return the enclosed Application.

To pay the \$35.00 NON IVD wage assignment fee: Payments may be made using a debit card or credit card in person at the child support agency or online through GovPayNet; on our website at www.jeffersoncountywi.gov; or in the form of cash, money order or certified bank check. All payments shall be payable to the Jefferson County Child Support Agency.

If you have any questions, please contact us at 414-615-2587.

Thank you,
Jefferson County Child Support Agency

Enclosure: Application for Services
cc: other case participant

Detach and return with \$35.00 PAYMENT

Name: _____
(Please Print)

Court Case Number: _____ (and/or) Pin Number _____

Your SS#: _____ other party's SS #: _____

Amount Enclosed: \$ _____ (Personal checks will not be accepted)

Mail payment and completed coupon to:

Jefferson County Child Support Agency, 311 S. Center Ave, Rm. 219 Jefferson WI 53549